



BYRON W. BROWN
MAYOR

CITY OF BUFFALO
DEPARTMENT OF
PUBLIC WORKS, PARKS & STREETS

DIVISION OF PARKS & RECREATION



STEVEN J. STEPNIAK
COMMISSIONER

ANDREW R. RABB
DEPUTY COMMISSIONER

PARKS ATHLETIC FACILITY APPLICATION

The City of Buffalo Division of Parks & Recreation issues numerous athletic permits annually. As we strive to better serve the citizens of Buffalo, as well as those who visit here, efficient administration and coordination of permits continues to be our priority. Please read the below information to help with the application process.

GENERAL INSTRUCTIONS:

1. Please call (716) 851-9694 or visit the Division of Parks and Recreation office between 8am – 4pm weekdays, to make sure the dates and location you request are available.
Please note: Dates are not secured until payment, schedule and insurance is received.
2. Please complete the required Application on the back of this form and return to our office at minimum 10 business days prior to your event with payment specified (check or money order only) payable to: **CITY OF BUFFALO**.
3. A **COPY OF YOUR LEAGUE SCHEDULE** must be provided with completed application.
4. Proof of proper insurance coverage is required, \$1,000,000 general liability naming City of Buffalo as additional insured. If you are using a City Olmsted park, you must also list the Buffalo Olmsted Parks Conservancy as additional insured.
5. Please sign and date the required Hold Harmless Agreement, which must be completed and returned to this office in order to receive permit.
6. Permits will be mailed to you, or you may also visit our office at the following address:

City of Buffalo Division of Parks & Recreation
65 Niagara Square, City Hall - Room 505
Buffalo, NY 14202
Phone: (716) 851- 9694
Fax: (716) 851- 5200

Regular maintenance of the field and permission to play begins only when all of the above is received. Each organization granted a permit for use of a City park is directly responsible for clean-up immediately following their event.

FEES

Youth League (Daily & Seasonal)	No Fee
Adult League (Daily, per team, per game)	\$35
Adult League (Seasonal, per team, 12 game schedule)	\$200
Adult League Tournament (per day)	\$150
Tennis (Seasonal rate only)	\$500

(Application Form on Back)

PARKS ATHLETIC FACILITY APPLICATION FORM

TYPE OF PERMIT (Please circle all that apply)

League Tournament Male Female Co-ed

Other _____ (specify)

SPORT/ACTIVITY

Baseball X-Country Football Volleyball Track/Field
Softball Rugby Lacrosse Basketball Soccer Tennis

Other _____ (specify)

Please check below which park(s) you are requesting

_____ **CITY PARK** _____ **CITY OLMSTED PARK (see below)**

Number of Teams _____ Organization _____

Park/Center/Location Requested 1st Choice _____

2nd Choice _____

Field/Diamond/Court/Other Requested _____

Start Date _____ Finish Date _____

Exact Days of Week Requested _____

Exact Times Requested – Start _____ Finish _____

Name of Applicant _____ E-mail _____

Address _____ City/Zip _____

Phone # Day _____ Evening/Cell # _____

Please Note:

Permitted leagues, tournaments, clinics, etc. are sponsored and conducted by organizations and private individuals that contract to use city park facilities. A permit provides the applicant with a guarantee of site, date & time of rental. This includes regular maintenance of the named facility.

\$1,000,000 liability Insurance policy or a larger amount at the discretion of the City, with the City of Buffalo named as an additional insured. If using a City Olmsted Park, you are required to add the City of Buffalo and Buffalo Olmsted Parks Conservancy as additional insured. Attach a copy of certificate.

Please mail this completed application form with your check or money order made payable to: CITY OF BUFFALO and Insurance Certificate, signed Hold Harmless Agreement and copy of your League Schedule to:

City of Buffalo Parks & Recreation Department
65 Niagara Square, City Hall Room 505
Buffalo, NY 14202
Phone (716)851-9694
Fax (716)851-5200

Office Use Only:

- ☐ City
- ☐ City Olmsted
- ☐ Cash
- ☐ Check/Money Order

Total Amount _____

Received Date _____

Authorized _____

**HOLD HARMLESS AGREEMENT
FOR CITY OF BUFFALO, BUFFALO CITY PARKS,
SPECIAL EVENTS AND PARADE PERMITS**

By accepting a CITY OF BUFFALO, BUFFALO CITY PARKS, SPECIAL EVENTS AND OR PARADE PERMIT, the undersigned PERMIT HOLDER hereby agrees to defend, indemnify and hold harmless the CITY OF BUFFALO, its officers, and employees, against any and all claims, lawsuits, causes of action, judgments, or other liability, arising from injury to person or property, sustained by any person, association, partnership, corporation, or other entity, arising directly or indirectly from the acts or neglect of the PERMIT HOLDER, its officers, agents, employees, or members, participants, guests, invitees, or persons under the control of the PERMIT HOLDER.

In furtherance of the foregoing indemnification, the PERMIT HOLDER also hereby agrees to provide evidence (in the form of an ACORD certificate of liability insurance) of an insurance policy of general liability insurance and agrees to maintain said general liability insurance policy in force during the life of the permitted event. Said policy of insurance will protect against liability arising from all matters in connection with the permitted event and or in any way relating to PERMIT HOLDER'S activities in connection therewith. Said policy of general liability insurance coverage will be in the sum of at least \$1,000,000 per occurrence (or higher amount at the discretion of the City permitting office).

The City of Buffalo shall be named as certificate holder and shall also be named as an additional insured under the general liability insurance coverage (with the permitted event being set forth or described in the description of operations box of the certificate of insurance). In the event the permitted event is to be held in a City Olmsted Park, the City may require that Buffalo Olmsted Park Conservancy be also added as an additional insured and as an indemnitee.

At its own expense, the PERMIT HOLDER shall defend any and all causes of action, lawsuits or claims brought against the CITY OF BUFFALO, its officers or employees.

Name of Permit Holder

Name of Signer

Title (If Holder is not an individual)

Mailing address (city, state, zip)

Telephone number

Signature/Date